

Shrimp Refrigeration Program GUIDELINES

"This program begins at 10:00 a.m. on August 31, 2015 and will close when all funds have been allocated."

"If language assistance is needed to complete your application or if you have questions specific to your application please contact LDWF Fisheries Oversight at 1-855-262-1764."

PURPOSE:

Post-harvest refrigeration is an important component for producing high quality seafood. To assist the shrimp industry with meeting the quality demanded by current and future Louisiana Wild Seafood Certification Program (LWSCP) requirements, the Louisiana Department of Wildlife and Fisheries (LDWF) developed the **"Shrimp Refrigeration Program"**. The goal for this program is to produce a higher quality seafood product by improving the post-harvest refrigeration capability onboard shrimping vessels as well as at dock and processing facilities. This program will provide the necessary funds to purchase and install new refrigeration equipment that meets program requirements. Previously purchased equipment will not be eligible.

In September of 2010, Louisiana Legislators passed Revised Statute 56:578.15 which created the LWSCP and authorized LDWF to establish a voluntary certification program for Louisiana wild seafood; high-quality product. The certification program is designed to guarantee the quality of seafood from harvest through delivery to the retail trade or food service industries. One very important aspect of seafood quality included in the seafood certification program is post-harvest refrigeration. LDWF has developed the **"Shrimp Refrigeration Program"** to provide assistance in obtaining refrigeration equipment to improve post-harvest refrigeration capabilities.

PROGRAM ELIGIBILITY:

Applicants that received funding for a prior assistance grant in the last four years are not eligible to participate in this program.

Must be a shrimp dock or processing facility possessing a valid Louisiana Wholesale/Retail Dealer license, and must possess a valid Louisiana Wild Seafood Certification Program permit

OR

Must be a shrimp vessel owner possessing a valid Louisiana Commercial Resident Vessel License

Applicant must have a wholesale/retail dealer license or Louisiana resident vessel license prior to date of the "Shrimp Refrigeration Cost Share Program" news release to be eligible. Applicant must have shrimp purchases or shrimp landings in the last 12 months prior to date of the "Shrimp Refrigeration Cost Share Program" news release as evidenced by trip tickets or invoices to be eligible.

If business is owned by a limited liability company, corporation, or partnership, business must register and remain in **Good Standing with Secretary of State.**

A **separate application** must be submitted for **each LDWF License** and **each business physical location.**

Eligible applicants can qualify for funding of **up to 50% of their eligible equipment costs** with an award amount **not to exceed \$30,000.** New equipment must be purchased **after the date of the equipment approval notification** and **receipts submitted by the given deadline date** to be eligible for reimbursement.

All equipment must be purchased and installed by a certified licensed installer. Cost of installation and labor must be customary and reasonable.

Final approval of funds disbursement may be subject to an on-site inspection whereas purchased equipment must be seen properly installed and operable. Applicants will be given a deadline to complete the inspection. If the inspection is not completed by this deadline, applicants may be subject to losing their funding allocation. If applicant fails the first inspection, applicant will be notified and given a deadline to rectify deficiencies, at which point the dock, processing facility, or vessel will be re-inspected. If the applicant fails the re-inspection, applicant will be notified of ineligibility.

Some examples of equipment that are eligible for the program are:

- A) Seawater chilling systems
- B) Ice machine (small flake/slush ice only)
- C) Cooler/freezer boxes and associated insulation
- D) Brine freezers
- E) Plate freezers
- F) Other freezer types
- G) Vehicle mounted refrigeration systems
- H) Combined commercial refrigeration units
- I) Condensers and coils of split refrigeration systems
- J) Any other equipment or supplies that can be verifiably associated with refrigeration systems, including controllers, generators, and other electrical equipment may be considered eligible.

Specific exclusions include but are not limited to:

- A) Vessel or vehicle engines
- B) Brick and Mortar projects
- C) Vehicles or Trucks

D) Cube Ice Makers

Equipment purchased must be installed on the vessel or facility stated in the application and cannot be transferred to another person or vessel. If you purchase equipment that is different from the funding request described on the application or submit receipts after the given deadline date, you may not be guaranteed funding. If you decide to change your funding request, please contact LDWF prior to purchasing this equipment.

Not all docks, processing facilities, and vessels may be suited for this program. It is important that when purchasing this type of refrigeration equipment that the dock, processing facility, or vessel which the equipment is to be used has been inspected and is capable of supporting such equipment. This is particularly true of vessel electrical systems which will need to be assessed for existing and proposed electrical loads and distribution systems. For many vessels new electrical generators and/or distribution systems may be required. Work including, but not limited to, equipment mounting, vessel modification, remodeling, insulation, fiberglass work, wiring, fabrication, plumbing, electrical upgrades, may be required and should be done by persons experienced and qualified to perform such work. Please consider this when applying for this program. Applicants will not be reimbursed for equipment purchased that was not installed at the specified dock, processing facility, or on the specified vessel. Applicants will not be reimbursed for retrofitting processing facilities or vessels with non-eligible equipment.

Applications will be processed in the order in which they are received. This program is subject to the availability of funding and there is no guarantee that an applicant will qualify or that funding will be available.

REQUIRED DOCUMENTS:

- If applying as a **vessel owner** you must provide a copy of your **current LDWF Resident Vessel License or Vessel Registration/Coast Guard Documentation** for the vessel listed in the application
- If applying as a **dock or processing facility**, you must provide a copy of your **current Wholesale/Retail Dealer License**
- Copy of your **current driver's license/photo id** which should correspond with the person that is completing/signing the application.
- **W-9 form** must be complete, signed and dated
- **Board Resolution form** is required if business is a partnership, corporation or limited liability company
- **Vendor Location form** is required to allow the department to establish a vendor profile in order to issue awarded funds. The requested information must match what was submitted on the application. Payments cannot be made without submitting this form.

- **Quotes** are required for new refrigeration equipment that you intend to purchase. Quotes must be **dated within the last 6 months, legible and on vendor letterhead** to be eligible for this program.
- **Receipts/Invoices** are required upon approval of quotes. Receipts must be **dated after the date of your purchase approval notification, legible, and on vendor letterhead** to be eligible for this program.

OPTIONAL DOCUMENTS:

- Check Mailing Authorization Form is required if you have been approved for a business loan to assist with purchase of equipment and want your check to be mailed to your financial institution.

TERMS OF AGREEMENT:

I understand that this is only an application to be placed on a waiting list to receive funding from the Louisiana Department of Wildlife and Fisheries through this program. Additional documentation may be requested if necessary. Approval of this application does not entitle me to any funds disbursed through this program. I agree that I did not use prior grant money to buy this equipment, as that would represent a duplication of benefits and is not allowable under federal regulations. Approval by LDWF to purchase equipment under this program does not constitute any certification, assurance, or guarantee. Improper use or operation can easily reduce the effectiveness of any equipment installed. I understand that income received through participation in this program is legally required to be reported to the Internal Revenue Service (IRS) using a 1099-G form. By signing this document below, I agree to follow the rules and requirements of the program, which were provided to me with this application and I certify all information provided on application is correct to the best of my knowledge. Falsification of any information provided on the application will be cause for disqualification from the program. The signatory must be named on the license, be listed as the registered agent, or be a recognized signatory as designated by either a Board Resolution or Mandate / Power of Attorney documentation.

LDWF may, during regular business hours and upon reasonable notice to applicant, inspect, audit, or copy records pertaining to this program. It is further agreed that the LDWF and/or the Legislative Auditor of the State of Louisiana shall have the option of auditing all records and accounts of applicant that relate to this program at any time during normal business hours, as often as deemed necessary, to audit, examine and make excerpts or transcripts of all relevant data. Applicant's failure to cooperate will result in forfeiture of the amount and applicant will be responsible for repaying the full amount of funds disbursed. The applicant understands and agrees that revocation of this payment will require the return of all funds disbursed. The applicant will be obligated to repay some or all funds received under this program in the event that application including any information provided therewith or thereafter contains any material misrepresentations.